

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, ZIP Code]

Subject: Notice of Eviction

Dear [Tenant's Name],

I hope this letter finds you well. This notice serves to inform you that your tenancy at [Property Address] will be terminated as of [Eviction Date]. The reason for this eviction is [specific reason, e.g., non-payment of rent, lease violation, etc.].

As per the terms of your lease agreement and state laws, you are required to vacate the premises by [Eviction Date]. Please ensure that all personal belongings are removed and the property is returned in good condition.

If you have any questions or wish to discuss this matter further, please feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name, if applicable]